

TITLE: Adult Protective Services Caseworker

REPORTS TO: Adult Protective Services Supervisor/Coordinator

QUALIFICATIONS:

1. Minimum qualifications:
 - a. A Masters Degree in health, social services, social work, health care administration, gerontology, criminal justice, or
 - b. RN or BSN or a B.A. or a B.S. in health, social sciences, social work, health care administration, gerontology, or criminal justice, and 1 year work experience in health or human services.
2. Demonstrates good communication and public relation skills and the ability to deal non-judgmentally with all types of individuals.
3. Is self-directed with ability to work with limited supervision.
4. Is flexible and cooperative in fulfilling all obligations.
5. Possesses ability to use professional judgment and initiative in planning and executing services.
6. Demonstrates ability to establish and maintain effective working relationships with county agencies, community groups, and government agencies.
7. Possesses and maintains a valid driver's license and maintains vehicle insurance.

SUMMARY OF JOB RESPONSIBILITIES

The Adult Protective Services Worker is responsible for working under the direction of the APS Supervisor in receiving reports of abuse, neglect, and exploitation, initiating the investigation and assessment, completing case work and follow-up of substantiated cases, determining the need for Early Intervention Services, and the completion of all documentation related to ANE reports and cases.

RESPONSIBILITIES AND DUTIES

The Adult Protective Services Worker is responsible for the following areas:

1. Completion of the Illinois Department on Aging (IDOA) sponsored elder abuse and adults with disabilities abuse, neglect, and exploitation training. Phase I and Phase II, within six months of employment as an Adult Protective Services Worker. Successful completion shall be established by final certification by the IDOA.
2. Ensures compliance with all IDOA and Area Agency on Aging, Regional Administration Agency (RAA) regulatory requirements.
3. Maintains comprehensive working knowledge in the field of elder abuse and adults with disabilities abuse, neglect, and exploitation.
4. Maintains comprehensive working knowledge of community resources and the Ford County Public Health Agency programs that can provide services to the ANE client.

5. Provides community presentations and programs related to the ANE program.
6. Maintains membership on the agency Multi-Disciplinary Team and be responsible for case presentation preparation for presentation at the meetings.
7. Completes, maintains, and submits accurate and relevant record notes regarding the victim of ANE while maintaining confidentiality of all information related to the victim or allegations.
8. Assumes responsibility for professional growth and development and maintains and upgrades professional knowledge through practice skills through attendance and participation in continuing education and inservice training. This will be in compliance with agency standards as well as IDOA ANE Program contracts standards, policies, and procedures.

The above statements are meant only to be a representative summary of the major duties and responsibilities. The Adult Protective Services Worker may be requested to perform job related tasks other than those stated.

WORKING CONDITIONS

1. General office environment
2. Community home environment
3. In and out of automobile
4. Exposure to individuals with alter mental status, histories of drug and alcohol abuse, criminal backgrounds, and victims of domestic violence
5. Courtroom environment (i.e. shelter, alternative living environment)

CONTINUING EDUCATION REQUIREMENT

Agency personnel are expected to participate in appropriate continuing education as required by IDOA standards and in compliance with the Adult Protective Services Worker agency standards and in compliance with the APS contract on elder abuse, elder rights, and/or domestic violence subjects within a calendar year.